

**HR System - Workforce Administration
Personal, Job and Contract Data**

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6	x																	
Workforce Administration		Personal Information					Job Data					Contract	Comp. Control					
		Biographic			Citizenship							Admin	Reports					
		Name	Address	Personal Info	Identity/Div	Cit. Status	Visa	Work Location	Job Info	Payroll	Salary Admin	Compensation	Employment	Contract Status	Job Data Detail	Personal Data Detail	Authorization	
Action/Reason								x							x		x	
Address		x														x		
Affirmative Action Date														x				
Affirmative Action Status														x				
Amount Compensation Chg												x					x	
At Will Status														x				
Birth Country					x													
Birth Date					x											x		
Business Title													x					
Citizenship Status						x										x		
Compensation Rate												x			x		x	
Contract Begin Date														x	x			
Contract End Date														x	x			
Contract Number														x				
Contract Status														x				
Date of Death					x													
Department Name								x							x	x	x	
Department Number								x							x	x	x	
Disabled																x		
Disabled Vet																x		
Education Level				x														
Effective Date of Action	appears on all pages that are relevant to the action																	
Effective Sequence									x	x	x	x			x			
E-mail address/es		x																
Employee Class									x						x		x	
Emp. Elig. End Date						x										x		
Employee ID Number	appears on all pages once an employee has been hired																	

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	Name	Address	Personal Info	Identity/Div	Cit. Status	Visa	Work Location	Job Info	Payroll	Salary Admin	Compensation	Employment	Contract Status	Job Data Detail	Personal Data Detail	Authorization
Employee Record Number							x	x	x	x	x			x		
Ethnic Group				x											x	
Expected Return Date												x				
FLSA Status							x									
FTE (Full Time Equivalent)								x						x		x
Full Time Student			x													
Gender			x												x	
Grade (SPA)										x				x		
Graduate Assignment End Date												x				
Highest Degree															x	
Hourly Rate											x					
I-9			x												x	
Job Code								x						x		x
Kronos Number									x							
Last Date Worked												x				
Leave Balances									x							
Location (CDC)							x									
Military Status			x												x	
Monthly Rate											x					
Name	x													x	x	x
Original Hire Date				x												
Override Position Data							x									
% Compensation Change											x					x
Phone Number/s		x														
Planned Exit								x								
Position Number							x							x		x
Probationary								x								
Service Date												x				

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Social Security Number				x											x	
Standard Hours								x						x		x
Step (SPA)										x				x		
Tax Location									x							
Temporary Supplement											x					
Termination Date												x				
Visa Type						x									x	

**HR System - Workforce Development
Education and Tenure (Incl. Nepotism)**

Workforce Development	Education	Create Tenure Data	Compensating Control	Reports		
	<i>Prof. Ed.</i>	<i>Tenure Data</i>	<i>NC Faculty Data</i>	<i>Job Detail</i>	<i>Personal Data</i>	<i>Authorization</i>
Associate Status Primary/Date			x			
Associate Status Secondary			x			
Track Change Reason		x				
Conferring Institution	x					
Degree/s	x					
Degree Date	x					
Date Granted Tenure		x				
Graduate Faculty Status/Date			x	x		
Major	x					
Major Code	x					
Mandetary Review Date		x				
Named Professorship		x				
Nepotism			x			
Rank		x		x		
School	x					
School Code	x					
Ternure Granted		x				
Tenure Home		x		x		
Tenure Status		x		x		
Tenure in Additional Department		x				
Terminal Degree	x					
Track Start Date		x				
Track Change Date		x				
Voting Assignment/Date			x	x		

HR System - **Organizational Development** **Position Information**

Organizational Development

Add Update Position

Compensating Control Reports

	<i>Description</i>	<i>Specific Information</i>	<i>Budget & Encumb.</i>	<i>Job Detail</i>	<i>Position Detail</i>	<i>Authorization</i>
Current Headcount	x	x	x		x	
Current Incumbent			x			
Department Number	x			x	x	
Dot Line	x					
Effective Date	x	x			x	
FLSA Status	x					
FTE (Full time Equivilant)		x		x	x	x
Grade	x			x	x	
Headcount Status	x		x			
Job Code	x			x	x	x
Location	x					
Manager Level	x					
Position Number	x	x	x		x	x
Position Status	x					
Reason	x				x	
Recurring/Contract Status	x			x	x	
Reports To	x					
Salary Administration Plan	x			x	x	
Short Title	x					
Standard Hours	x			x	x	x
Status	x	x			x	
Status Date	x					
Time Limited (SPA)	x			x	x	
Title	x			x	x	x
Upgrade Incumbent		x			x	
Work Phone		x				

HR System - Distributions

HRMS-Distributions

Department Budget Table

Position Budget Table

	<i>Dept. Budget Earnings</i>	<i>Detailed Distribution View</i>	<i>Position Budget Earnings</i>	<i>Budget & Fund Incumbents</i>
Account		x		
Account Code	x	x	x	
Amount			x	
Budget Amount		x	x	
Comments	x		x	
Default Account	x		x	
Department	x	x	x	
Distribution %	x	x	x	
Earnings Code		x		
Effective Date	x	x	x	x
Effective Sequence	x	x	x	
Employee ID	x	x		x
Employee Name				x
Employee Record Number	x	x		x
Fiscal Year	x		x	
Funding Head Count				x
In Position Funding				x
Position Number			x	
Total Amount		x		
User ID and Date Entered	x			
Work Against				x
Work Against Position Funds	x			x